

Volunteer Coordinator – Full Time
The Province of St. Joseph of the Capuchin Order – Capuchin Soup Kitchen Services Center

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Volunteer Coordinator will work to ensure volunteers and community service candidates are scheduled and trained for various assignments within the Services Center. This position will also ensure that volunteers are aware of and work within the Mission, Vision and Values of the Province.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Develop and sustain a volunteer community that supports the program
- Coordinate with managers to identify and meet program operational needs and match opportunities with groups, individuals, and community service candidates
- Maintain and share on-line calendars for scheduling volunteers for all program activities
- Serve as site contact for individuals and groups
- Ensure all volunteers and community service candidates receive proper background checks, orientation, and training
- Collaborate with Public Relations and Development Offices to promote ministries and programs and engage existing and potential volunteers
- Sustain and develop connections with the faith-based and nonprofit direct service communities to collaborate about best practices
- Assist and attend in various annual events and celebrations
- Fill in as needed for various tasks including working in pantry or serving food
- Track and report volunteer activities to ministry staff as requested
- Comply with Province and ministry policies, procedures, guidelines, and standards

Qualifications: High School Diploma or GED, 2 years of experience in volunteer coordinator capacity or Associates Degree or combination of education and experience, experience in community engagement activities, effective Microsoft office skills, ability to travel locally, ability to use Volunteer Hub or similar software.

Review of resumes and applications will begin immediately.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site OR
Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Volunteer Coordinator in the subject line.
(Or)
3. Attention: Human Resources
Re: Volunteer Coordinator
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215